Total Discrepancies: One

1. Has the Commanding Officer assigned a Maintenance Management Officer (MMO) in writing when the billet is not identified by the T/O? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 1).
LOE: Maintenance Program and Resource Management

Yes

1 record reviewed during the analysis was compliant with current directives.

BIC: M1430100026, BN/REG Maintenance Management Chief (AR)
Date of appointment: 22 Aug 2019
MOS: 0411
Rank: SSgt
Name: (b)(6)

2. Has the command published Maintenance Management policy and are the contents in concert with higher-level directives? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 3.b, and Appendix A; MCO 4790.25, Paragraph 4.b(3)(c)(1)). LOE: Maintenance Program and Resource Management

No

Maintenance Management policy was published in MarForRes Order 4790.3b dated June 2015 and it is used as the unit's MMSOP. The published document was not in concert with current directives from higher headquarters (e.g., MCO 4400.201, MCO 4790.2, other applicable directives, and guidance published via AMHS). The command published a series of Maintenance Management Policy Letters (MMPL) to clarify maintenance management policy for the battalion.

1 of 16 records reviewed during the analysis was discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record.

1 record(s): The MMSOP contains conflicting guidance.

3. Has the Commanding Officer authorized in writing personnel to assign an Urgency of Need Designator (UND) A and UND B? (MCO 4400.16H, Enclosure (1), Paragraphs 4, 5, and 7). LOE: Maintenance Program and Resource Management

Yes

1 record reviewed during the analysis was compliant with current directives.

The authorization to approve Urgency of Designators on Service Requests Letter dated 1 Oct 2018.

4. Are desktop procedures/turnover folders current for each billet involving administrative and management functions within the Maintenance Management Office? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 3.a; Command Maintenance Management Policy).
LOE: Maintenance Program and Resource Management

Yes

8 records reviewed during the analysis were compliant with current directives.

5. Does the MMO validate commodity level desktop procedures/turnover folders requirements? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraphs 2.a(11) and 3.a). LOE: Maintenance Program and Resource Management

Yes

4 records reviewed during the analysis were compliant with current directives.

6. Does the MMO plan detailed maintenance related inspections/assessments of the unit's programs, processes, and procedures? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraphs 2.a and 3.c, and Chapter 4; Command Maintenance Management Policy). LOE: Maintenance Program and Resource Management

Yes

2 records reviewed during the analysis were compliant with current directives.

7. Does the MMO coordinate and conduct detailed maintenance related inspections/assessments? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraphs 2.a and 3.c, and Chapter 4; Command Maintenance Management Policy).
LOE: Maintenance Program and Resource Management

Yes

2 records reviewed during the analysis were compliant with current directives.

8. Does the MMO create and follow-up on corrective action plans (CAP) with a focus on discrepant areas from the initial inspection/assessment?
(MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 3.c(1)(k); MMSOP).
LOE: Maintenance Program and Resource Management

Yes

2 records reviewed during the analysis were compliant with current directives.

Commodity Area: Maintenance Management
Functional Area: Maintenance Programs
Analyzed By: (b)(6)

Total Discrepancies: Zero

1. Does the command follow procedures when participating in Deferred
Maintenance Programs? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 8;
Command Maintenance Management Policy).
LOE: Maintenance Program and Resource Management

N/A – The command has not participated in deferred Maintenance Programs.

2. Are equipment returns reported, processed, and monitored within GCSS-MC
in support of the Enterprise Lifecycle Maintenance Program (ELMP)?
(MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 9; MCO 4790.24; Command
Maintenance Management Policy).
LOE: Maintenance Program and Resource Management

N/A – The command does not participate in the Enterprise Lifecycle
Maintenance Program.

3. Does the command follow procedures when participating in the Corrosion
Prevention and Control (CPAC) Program? (MCO 4790.2, Enclosure (1), Chapter 4,
Paragraph 7; MCO 4790.18C; Command Maintenance Management Policy).
LOE: Maintenance Program and Resource Management

Yes

1 record reviewed during the analysis was compliant with current directives.

4. Does the command follow procedures for maintenance stand-down?
(MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 9.a; Command Maintenance
Management Policy). LOE: Maintenance Program and Resource Management

Yes

2 records reviewed during the analysis were compliant with current
directives.

Total Discrepancies: One

1. Has the MMO coordinated with responsible officers, and maintenance commodity managers to ensure preventive maintenance requirements are managed in accordance with the associated technical manuals? (MCO 4790.2 Chapter 1, Paragraph 2.a(4); Command Maintenance Management Policy).
LOE: Maintenance Program and Resource Management

No

The MMO and commodity managers have made significant improvements since the FSMAO assistance visit in Dec of 2018. PMCS requirements will continue to be challenging until the command considers further reduction in the T/A and pursue additional programs, options and resources to mitigate equipment to manpower issues.

The MMO coordinated with Responsible Officers (ROs) and commodity managers to ensure that PMCS were scheduled and conducted through maintenance stand-downs, internal inspections and day-to-day interactions. However, equipment to manpower ratios, Training Allowance (T/A) imbalances to include inadequate planning, and oversight by both the MMO and ROs/commodity managers contributed to discrepancies within the Communication/Electronics (Comm/Elect), Engineer (Engr), and Motor Transport (MT) sections.
Specifically:

- Equipment was scheduled with the incorrect frequency/type of PMCS.
- PMCS was overdue, not properly conducted and documented.
- Equipment counters were not managed.
- ACI's for load lifting equipment were incorrectly completed.
- Insufficient supervision and oversight for outlining sites by the MMO and commodity manager.

2 of 4 records reviewed during the analysis were discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record(s).

2 record(s): Inadequate planning and oversight.

Details can be found in the Comm/Elect, Engr, and MT PMCS checklists.

2. Has the Commanding Officer assigned personnel to approve MMCT extensions? (CMC Message 191845Z JUN 18).
LOE: Maintenance Program and Resource Management

Yes

1 record reviewed during the analysis was compliant with current directives.

3. Does the unit ensure commodity managers are following procedures for cannibalization and selective interchange? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 2.a(1) and Chapter 3, Paragraphs 8.a(1) thru (7) and 8.b(1) thru (2); MCO 4790.25, Paragraphs 4.b(6)(d)2.a and b; UM 4000-125, Part 4, Chapter 11; Command Maintenance Management Policy).
LOE: Maintenance Production

Yes

2 records reviewed during the analysis were compliant with current directives.

Commodity Area: Maintenance Management
Functional Area: Training
Analyzed By: (b)(6)

Total Discrepancies: Two

1. Does the Commanding Officer's policy on maintenance and maintenance management training include the minimum hourly training requirements for maintenance personnel, maintenance management clerks, and maintenance supervisors? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 2).
LOE: Maintenance Program and Resource Management

Yes

1 record reviewed during the analysis was compliant with current directives.

2. Does the MMO schedule, conduct, and document maintenance management clerk training? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 2; NAVMC 3500.27C; Command Maintenance Management Policy; Training Plan).
LOE: Maintenance Program and Resource Management

N/A - Clerk training has been incorporated in supervisor and maintenance management training.

3. Does MMO schedule, conduct, and document maintenance management supervisor training? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 2; NAVMC 3500.27C; Command Maintenance Management Policy; Training Plan).
LOE: Maintenance Program and Resource Management

No

Supervisor training was conducted; however, the previous MMC did not ensure that four periods of instruction were conducted and documented.

4 of 12 records reviewed during the analysis were discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record(s).

4 record(s): Supervisor training was not documented.

4. Has a regular training program on the Uniform Materiel Movement and Issue Priority System (UMMIPS) been established for all personnel who are authorized to assign UNDs? (MCO 4400.16H, Enclosure 1, Paragraph 7.b; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 2).
LOE: Maintenance Program and Resource Management

Yes

2 records reviewed during the analysis were compliant with current directives.

5. Does the MMO ensure operator/crew and technical MOS training is scheduled and documented? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 2; NAVMC 3500.XX; Command Maintenance Management Policy; Training Plan).
LOE: Maintenance Program and Resource Management

No

The MMO failed to ensure that operator/crew training was scheduled/conducted and documented.

4 of 4 records reviewed during the analysis were discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record(s).

4 record(s): Training requirements were not met.

Commodity Area: Maintenance Management
Functional Area: Records and Reporting
Analyzed By: (b)(6)

Total Discrepancies: Three

1. Does the unit's data reflect that validations and reconciliations are conducted between MMO, maintenance commodities, and all supporting maintenance activity (SMA)? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraphs 2 thru 4; MCO 4400.16H, Table 1-2).
LOE: Maintenance Information and Reporting

Yes

Validations and reconciliations are conducted; however, they require additional frequency, detail and coordination with all stakes holders to include equipment managers when applicable. The commander/I&I should be advised and consulted more frequently when individual RRGE operational readiness thresholds decline due to supply support and/or other published deadlines.

4 records reviewed during the analysis were compliant with current directives.

2. Does the MMO manage the unit's inventory control program? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 11; MCO 4400.201 Volume 3, Chapter 2, Paragraphs 021402 and 021805; Command Maintenance Management Policy).
LOE: Maintenance Program and Resource Management

No

Procedures were established and internal inspections were conducted; however, minor discrepancies were identified in the Comm/Elect, Engr, MT, and Ordnance (Ord) sections. Specifically:

- UURI/AAL were on hand but not listed on the UURI/AAL authorization letter.
- UURI quantities not established.
- UURI items not authorized.
- SL-3 Deficiencies not requisitioned.
- SL-3 records not established.
- Incorrect/outdated extracts.

4 of 4 records reviewed during the analysis were discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record(s).

4 record(s): Oversight by the commodity managers.

Details can be found in the Comm/Elect, Engr, MT, and Ord checklists.

3. Does the MMO manage the unit's Modification Control program? (CMC Message 091558Z JAN 14; MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 4; UM 4000-125, Part 4, Chapter 6). LOE: Maintenance Information and Reporting

No

Procedures were established and internal inspections have been conducted; however, the MMO and Comm/Elect commodity manager overlooked the (1) urgent modification requirement for A0179 during internal assessments.

1 of 4 records reviewed during the analysis was discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record.

1 record(s): Lack of detailed MMII.

Details can be found in the Comm/Elect checklist.

4. Does the MMO manage the unit's Calibration Control program? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraphs 5, 5.d, and 5.e, and Appendix A, Paragraph 3.m; UM 4000-125, Part 4, Chapter 6, Paragraph 1). LOE: Maintenance Information and Reporting

No

Procedures have been established and internal reviews were conducted; however, the MMO and commodity managers for the Comm/Elect and Ord sections did not have all items identified in the CAMP and items were past due for calibrations.

2 of 4 records reviewed during the analysis were discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record(s).

2 record(s): Administrative oversight.

Details can be found in the Comm/Elect and Ord checklists.

5. Does the MMO conduct and document an annual validation of the unit's Test Measurement and Diagnostic Equipment (TMDE)? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 5; UM 4000-125, Part 4, Chapter 6, Paragraph 2). LOE: Maintenance Program and Resource Management

Yes

4 records reviewed during the analysis were compliant with current directives.

6. Are submitted PQDRs monitored for follow-ups or performance of corrective action? (MCO 4790.2, Enclosure (1), Chapter 3, Paragraph 6.b.2.g.5, and Chapter 4, Paragraph 3; MCO 4855.10C).
LOE: Maintenance Program and Resource Management

Yes

2 records reviewed during the analysis were compliant with current directives.

Total Discrepancies: Zero

1. Has the Command established a publication control program for maintenance and maintenance management publications? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 6; MCO 5600.31B, Paragraphs 4.a(2)(b) and 5).
LOE: Maintenance Program and Resource Management

Yes

1 record reviewed during the analysis was compliant with current directives.

2. Does the MMO coordinate with commodity managers to ensure all publication libraries are managed? (MCO 4790.2, Enclosure (1), Chapter 4, Paragraph 6; MCO 5600.31B, Paragraphs 4.a(2)(b) and 5).
LOE: Maintenance Program and Resource Management

Yes

4 records reviewed during the analysis were compliant with current directives.

Total Discrepancies: Two

1. Are the unit's authorized MRR/RRGE allowances accurately reported on the Equipment Status Report? (MCBul 3000; MCO 3000.11E, Enclosure (1), Paragraph 3.a; MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 5).
LOE: Maintenance Information and Reporting

Yes

83 records reviewed during the analysis were compliant with current directives.

2. Is the unit accurately reporting on-hand MRR/RRGE quantities on the Equipment Status Report (ESR) and Mechanized Allowance List (MAL)? (MCBul 3000; MCO 3000.11E, Enclosure (1), Paragraph 3.b; MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 5). LOE: Maintenance Information and Reporting

No

Ineffective ESR and MAL reconciliations were conducted between the MMO, MTRO, and Supply. As a result, the following discrepancies were identified.

	ESR	MAL
TAMCN	QTY	QTY
D0003	2	3
D0198	18	24

2 of 83 records reviewed during the analysis were discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record(s).

2 record(s): On-hand quantities were not accurately reported on the ESR.

3. Is the readiness status of all MRR/RRGE accurately reflected on the unit's Equipment Status Report? (MCBul 3000; MCO 3000.11E, Enclosure (1), Paragraph 3.b; MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 5).
LOE: Maintenance Information and Reporting

No

Procedures were established; however, the commodity managers for the Comm/Elect and Engr sections did not update the operational statuses of (2) A1957 and (1) B0030.

3 of 83 records reviewed during the analysis were discrepant for one or more causes.

The cause(s) is/are listed below and are followed by an explanation of the discrepant record(s).

3 record(s): The readiness status of all MRR PEIs was not accurately reflected on ESR.

Details can be found in the Comm/Elect and Engr checklists.

Total Discrepancies: Zero

1. Does the unit's requisition requirements reflect that validations and reconciliations are conducted between MMO, supply, and maintenance commodities? (MCO 4790.2, Enclosure (1), Chapter 1, Paragraphs 2 thru 4; MCO 4400.16H, Table 1-2). LOE: Maintenance Information and Reporting
Yes

4 records reviewed during the analysis were compliant with current directives.

2. Does the MMO ensure that Demand-Supported Items are approved annually, in writing, by the CO? (MCO 4400.201 Vol 3, Chapter 2, Paragraph 021303).
LOE: Maintenance Program and Resource Management

N/A - The command does not maintain a DSI.

3. Does the approved demand-supported items (DSIs) meet the required stockage criteria? (MCO 4400.201, Volume 3, Chapter 2, Paragraph 021303; MCO 4790.2, Enclosure (1), Chapter 1, Paragraph 4.d).
LOE: Maintenance Program and Resource Management

N/A - The command does not maintain a DSI.

4. Does the unit complete new equipment fielding plans requirements? (MCO 4790.2, Chapter 1, Enclosure (1), Paragraphs 4.C(1) and (2)).
LOE: Maintenance Program and Resource Management

N/A - The command has not received newly fielded equipment in the past 12 months.